



Working 4 Utah FAQs
Revised: August 18, 2008

These FAQ's were previously distributed to all State Agency and Human Resource leaders.

Q: What will be the standard business hours for state offices?

A: Standard business hours for state offices will be 7:00 A.M. – 6:00 P.M. Monday through Thursday. Agency management will have discretion regarding scheduling of staff. However, the State's standard business hours will be 7:00 A.M. – 6:00 P.M. and agencies will be responsible for coverage during these hours.

Q: When will the 4-10 hour shifts and Monday through Thursday schedule go into effect?

A: The 4-10 hour shifts and Monday through Thursday schedule will go into effect for all agencies on August 4, 2008. This program will remain in effect as a one year pilot program until August 2009. At that time, the program will be evaluated and a determination made as to continuing or discontinuing the program.

Q: Will employees have a transition period to manage day care and other personal scheduling issues?

A: Yes. Agency management will have flexibility during the implementation of the compressed workweek to help employees transition to new schedules. This will be individual to each agency as they work to ensure that customer service needs are met.

Q: How will holidays be handled?

A: For this one year pilot, state offices will be open on Columbus Day. All of the other ten holidays, state offices will be closed. Employees who work the four 10-hour shifts, the five 8-hour shifts, or any other work schedules will receive the 10 hours of holiday leave on each of the ten celebrated holidays. Employees who work the four 10-hour shifts will only work 30 hours on weeks where the celebrated holiday falls on a Friday **beginning with July 4, 2009**. Employees that work the five 8-hour shifts will only work 30 hours on any week that includes a holiday **beginning on Labor Day 2008**.

Q: Will state employees work on Veterans Day?

A: State offices will be closed on Veterans Day.

Q: How will the State make the change from 8 hours of holiday pay to 10 hours of holiday pay mid-way through the calendar year?

A: The Department of Human Resource Management rules will be changed effective August 4, 2008 to reflect 10 hours of holiday pay for employees. Prior to August 4, 2008, employees received a maximum of 8 hours of paid leave for each holiday designated as paid holidays. From August 4, 2008 forward, holidays will be paid to employees at a

maximum of 10 hours per holiday. For the pilot period of August 4, 2008 to August 2009, employees will receive 10 hours for each of the celebrated holidays.

Q: Lunch and breaks:

A: A lunch period is not legally required. On July 1, 2008, the DHRM rules will no longer require a lunch period. However, managers will have authority to require a minimum 30-minute uncompensated lunch period for their employees. Breaks will remain the same.

Q: Will overtime requirements change?

A: No. The same overtime rules will apply to the 10-hour shifts.

Q: What if an employee is unable to work a 10-hour shift?

A: Employees who are not able to work a 10-hour shift (i.e. Americans with Disabilities Act) may negotiate with their supervisors for alternative shifts providing any necessary documentation to support this need.

Q: Will "on-call" for weekends now include Fridays?

A: This will be at agency discretion based on customer service needs.

Q: Will telecommuting be an option on Fridays?

A: Telecommuting decisions will be at agency discretion based on business and agency needs. During the pilot period, and specifically during the implementation period, there will be flexibility on telecommuting schedules. Agency telecommuting agreement forms must be completed.

Q: Can employees work a flexible schedule outside of the 7:00 a.m. to 6:00 p.m. schedule?

A: Yes. These decisions will be made at the agency level based on business and agency needs. If an employee works a schedule other than 10 hours per day, agency management is encouraged to have the employee sign a work schedule agreement. This form may be obtained from you DHRM field office or it can be found on the employee gateway at www.employeegateway.utah.gov. Click on the "Employment" tab then go to "Forms" and then to "Personal Information Forms".

Q: Will the policy on exercise time change?

A: There will be no changes in the policy regarding the amount of time an employee can use for exercise. Whether or not exercise time is allowed is up to agency discretion.

Q: Will casual Fridays become casual Thursdays?

A: This is up to agency discretion.

Q: Will pay periods and paydays change?

A: No. Pay periods and paydays will remain the same.

Q: Is there a list of childcare providers that offer extended service hours? Where can I get help if I have childcare issues?

A: There is no list of childcare providers that offer extended service hours. This is due to the difficulty of keeping such a list accurate and up-to-date. However, there are resources available to assist those with childcare issues. First, discuss your childcare needs with your current provider **immediately** to determine if the current provider can meet your needs. If your current provider is not able to meet your needs, contact the Department of Workforce Services/Office of Child Care for help in your search for providers to meet your needs. The Office of Child Care can be reached at www.jobs.utah.gov/occ. Their website has a map that lists regional resource and referral offices by county that can assist you in your search for a childcare provider. You may also contact the Office of Child Care by calling (801) 526-4340 or (800) 622-7390.

Q: How will funeral leave be compensated?

A: DHRM rules will be changed to compensate employees with up to three days of funeral leave based on an employee's "normal work schedule". The maximum number of funeral leave hours allowed will be 30 hours. For example, if an employee's normal work schedule is four 10-hour days, the employee may receive a maximum of 30 hours of funeral leave. If an employee's normal work schedule is five 8-hour days, the employee may receive a maximum of 24 hours of funeral leave.